



Request EMI SIG SharePoint Account



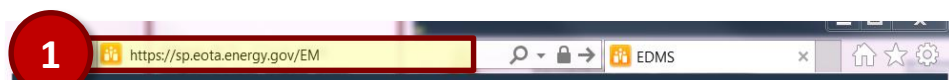
Complete the following steps to request and obtain a new EMI SIG SharePoint account.

Step #1: Enter <https://sp.eota.energy.gov/EM> into your browser URL bar

Step #2: Press the **Enter** key on your keyboard

Step #3: From the EMI SIG Homepage, click **Register**

Step #4: Review the **Important Notice** and **General User Code of Conduct** before completing the **User Self-Registration** section



Important Notice

Password Rules:
Passwords must contain:

- At least 8 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

All fields in the self-registration form are required!

User Self-Registration

Security Information

Email Address: *

Confirm Email: *

Password: *

Confirm Password: *

Password Question: *

Password Answer: *

Contact Information

First Name: *

General User Code of Conduct

The Emergency Management Enterprise Data Management System (EDMS) is for the exclusive use of our nation's emergency managers, operator and responders. By agreeing to the terms of this Code of Conduct, I understand the responsibilities I have accepted as a General User of the EDMS SharePoint Portal. I acknowledge that, at a minimum, I shall:

1. Access only the data, control information, and software for which I am authorized access and have a need-to-know.
2. Not redistribute information acquired from this SharePoint Portal without approval of the Site Owner.
3. Protect my password.
4. Immediately report the following to the Site Owner or the EDMS Support Team:
 - a. All security incidents and potential threats and vulnerabilities involving the information system.
 - b. Any compromise or suspected compromise of my password.
5. Immediately inform the appropriate Site Owner or EDMS Support Team when access to SharePoint is no longer required.
6. Comply with all DOE/NSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.
7. Use the EDMS SharePoint Portal only for official government business.



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Step #5: Enter all your Security Information



Take Note...

Be sure your password contains at least 8 characters with:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Step #6: Enter your current Contact Information

Step #7: Click in the **checkbox** to Agree to the Code of Conduct

Step #8: Click **Submit**

User Self-Registration

Security Information

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Email Address: *

Confirm Email: *

Password: *

Confirm Password: *

Password Question: *

Password Answer: *

Contact Information

6

First Name: *

Middle Name:

Last Name: *

Organization: *

Work Phone: *

Country: *

United States

Work Address: *

City: *

State: *

Zip Code: *

Code of Conduct

Agree to Code of Conduct

☐**7**

Submit

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Take Note...

A confirmation email will be sent to the email address you entered in the **User Self-Registration** in step #5.

Step #9: Open your confirmation email and click the **here** link



Quick Tip...

Download the Quick Guide attached to your confirmation email for instructions on how to join an EMI SIG Subcommittee.



Take Note...

After clicking the link provided in your confirmation email, this **successful activation** message will appear.

User Self-Registration



Your account has been created and a confirmation email has been sent to the address you have provided. Please complete the process by following the instructions in the email.
Thank you.

From: SharePoint@nnsa.doe.gov

Date: November 9, 2016 at 4:52:46 PM MST

To: jhutchins@itpnm.com

Subject: Your New Account Has Been Created!

Hello Jennifer Hutchins!


Thank you for registering, you're almost done!

Click [here](#) to verify your email address and to immediately activate your new EMI SIG SharePoint account.

NEXT: Open the attached quick guide for instructions on how to **Join EMI SIG Subcommittee**.

Welcome to the EMI SIG SharePoint community!

EMI SIG Support Staff



emi sig

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Thank you, your account has now been successfully activated.



Need Help?

Contact Scott Stoudenmire by phone **(505)845-4936**
or by email scott.stoudenmire@nnsa.doe.gov